



Administrative Assistant/Receptionist/Revenue Collection Clerk/bookkeeper for Town of Barrington NH. Skilled, administrative, bookkeeping and clerical work to support the activities of the Town and the Town Administrator; answering questions and helping the public, recording revenue from various sources, providing assistance to the Finance Department with Payroll and Accounts Payables and other related work as required. Works to anticipate meet and exceed customer service expectations in a positive and professional manner. 20 hours/week mid-day M-TH, start \$14.32, info/application @ www.Barrington.nh.gov 603-664-9007 response to Town Administrator, PO Box 660, Barrington, NH. 03825 EOE